



# COMMONWEALTH of VIRGINIA

Department of Health

Office of Licensure and Certification

M. Norman Oliver, MD, MA  
State Health Commissioner

TTY 7-1-1 OR  
1-800-828-1120

9960 Mayland Drive, Suite 401  
Henrico, Virginia 23233-1485  
Fax (804) 527-4502

August 30, 2018

Ms. Sierra Steffen  
Planning Analyst  
Carilion Clinic  
213 McClanahan Street, Suite 400  
Roanoke, Virginia 24014

RE: COPN Request No. VA-8404  
Carilion Franklin Memorial Hospital, Rocky Mount, Virginia  
Planning District 12  
Convert Carilion Franklin Memorial Hospital's Mobile MRI Unit to a Fixed Site Unit

Dear Ms. Steffen:

This letter is to acknowledge the August 30, 2018 receipt of the letter of intent and enclose the material for your use in filing a certificate of public need (COPN) request for the above-referenced project.

When completing the enclosed application form, you may wish to consult our office, the Division of Certificate of Public Need (DCOPN), in accordance with Part V of the Virginia Medical Care Facilities Certificate of Public Need Rules and Regulations (Regulations).

The Code of Virginia prescribes eight required considerations that provide criteria for the review of COPN applications and Section 32.1-102.3.A of the Code of Virginia requires that COPN decisions "shall be consistent with the most recent applicable provisions" of the State Medical Facilities Plan (SMFP). As a COPN applicant please take note of the SMFP and the eight required considerations and prepare your application accordingly.

The Regulations, the SMFP and the eight required considerations at § 32.1-102.3.B of the Code of Virginia can be found at the following internet addresses respectively.

<https://law.lis.virginia.gov/admincode/title12/agency5/chapter220/section220/>

<https://law.lis.virginia.gov/admincode/title12/agency5/chapter220/section230/>

DIRECTOR  
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ACUTE CARE  
(804) 367-2104

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(804) 367-2126

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<https://law.lis.virginia.gov/vacode/title32.1/chapter4/>

When filing the application, please submit two signed copies to my attention at the following address:

Virginia Department of Health  
Division of Certificate of Public Need  
9960 Mayland Drive – Suite 401  
Richmond, Virginia 23233

The Code of Virginia at § 32.1-102.6 requires applications to be transmitted to the DCOPN electronically on compact disk data storage media or email to [COPN@VDH.Virginia.Gov](mailto:COPN@VDH.Virginia.Gov), by certified mail or a delivery service, return receipt requested, or by hand, with signed receipt to be provided.

The DCOPN will conduct a preliminary review of the signed application upon receipt to determine its completeness. In accordance with 12 VAC 5-220-290 B, no application will be deemed to be complete for review until the required application fee is paid. The fee schedule is one percent of the proposed expenditure for the project, but no less than \$1,000 and no more than \$20,000. The next review cycle that is available for this project category is scheduled as follows:

**BATCH GROUP D/G**

Deadline for Submission of Application	October 1, 2018
Deadline for Submission of Any Additional Information Required to Complete Application	November 5, 2018
First Day of Review Cycle	November 12, 2018
Deadline for Completion of DCOPN Review	January 21, 2019
Deadline for Commissioner's Decision (assuming there is no need for an Informal Fact-Finding Conference)	March 11, 2019

Should you have any questions or need further clarification about this review process, please feel free to contact me at (804) 367-2137 or by email at [Piero.Mannino@VDH.Virginia.Gov](mailto:Piero.Mannino@VDH.Virginia.Gov).

Sincerely,



Piero Mannino, Supervisor  
Division of Certificate of Public Need



August 30, 2018

Erik Bodin, Director  
Virginia Department of Health  
Division of Certificate of Public Need  
9960 Mayland Drive, Suite 401  
Henrico, VA 23233-1463

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AUG 30 2018  
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Dear Mr. Bodin:

Carilion Franklin Memorial Hospital (CFMH) intends to submit a Certificate of Public Need Application for inclusion in the Diagnostic Imaging Facilities and Services review cycle that begins November 10, 2018.

The proposed project would convert CFMH's mobile MRI to a fixed unit. The unit is located at CFMH, 390 South Main Street, Rocky Mount, VA in Planning District 12, Health Planning Region 3.

Please send all correspondence regarding this application to me. I welcome any comments or questions you have about this project.

Sincerely,

A handwritten signature in black ink that reads "Sierra Steffen".

Sierra Steffen, MPH  
Planning Analyst  
Planning and Community Development  
Carilion Clinic  
213 McClanahan St., Ste. 400  
Roanoke, VA 24014  
540-266-6627  
scsteffen@carilionclinic.org



Hendrick, Sandra &lt;sandra.hendrick@vdh.virginia.gov&gt;

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**Letter of Intent, mobile to fixed MRI at CFMH**

1 message

**Steffen, Sierra C.** <scsteffen@carilionclinic.org>

Thu, Aug 30, 2018 at 10:41 AM

To: "erik.bodin@vdh.virginia.gov" &lt;erik.bodin@vdh.virginia.gov&gt;

Cc: "Sandra.Hendrick@vdh.virginia.gov" &lt;Sandra.Hendrick@vdh.virginia.gov&gt;

Erik,

Please see attached letter of intent for converting a mobile MRI to a fixed unit at Carilion Franklin Memorial Hospital (CFMH). A hard copy will follow.

Thank you.

**Sierra Steffen**

Planning Analyst

Planning and Community Development

Carilion Clinic

213 McClanahan St. SW, Suite 400

Roanoke, VA 24014

Office: 540-266-6627

Cell: 540-597-9117

Fax: 540-266-6607

scsteffen@carilionclinic.org

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